



February 4, 2010

[NAME]  
[TITLE]  
[APPLICANT NAME]  
[ADDRESS]  
[CITY, STATE, ZIP]

**SUBJECT:** NOTIFICATION OF OBLIGATION AND PAYMENT  
PUBLIC ASSISTANCE AND CDAA GRANT PROGRAMS  
FEMA-1731-DR-CA, OES ID # XXX-XXXXX

Dear Mr. Koenig:

**Obligation Notification** The California Emergency Management Agency has attached the Grant Summary and the Project Application Summary for Federal Package #22, and the Exhibit C for State Supplement #2. Please see the table below for further obligation details.

Obligation Details	Package/Supplement Obligation Amount	Cumulative Amount Obligated
Federal-Public Assistance	\$1,284,427	\$2,539,021
State-California Disaster Assistance Act (CDAA)	\$353,216	\$698,230
<b>Total</b>	<b>\$1,637,643</b>	<b>\$3,237,251</b>

**Payment Process** For this disaster, funds will be paid in accordance with the following disbursement table:

Project Status	Federal Funds Disbursement Process	State Funds Disbursement Process
Small Projects less than 100% complete	Automatic advance of federal share and administrative allowance	Automatic advance of state share and administrative allowance. Retention held until 100% complete
Small Projects 100% complete	Automatic payment of federal share and administrative allowance	Automatic payment of state share and administrative allowance
Large Projects less than 100% complete	Advance administrative allowance only. All other funds (less retention) will be paid on a reimbursement basis	Advance administrative allowance only. All other funds (less retention) will be paid
Large Projects 100% complete	Automatic payment of federal share and administrative allowance for entire project	Automatic payment of state share and administrative allowance

**Payment  
Process-  
Continued**

For this particular Package/Supplement, payment will be automatically disbursed as follows:

<b>Payment Details</b>	<b>Amount Automatically Paid</b>
Federal-Public Assistance	\$0
State-CDAA	\$32,110
<b>Total</b>	<b>\$32,110</b>

For those large projects with a work completion of less than 100 percent, a Large Project Reimbursement Request form has also been included with this Package/Supplement.

Federal and State funds will be issued separately by the State Controller's Office. Please be advised that state warrants have a one-year period of negotiability.

**Required  
Documents**

In order to receive funds, the following forms must be on file with our office:

<b>Form</b>	<b>Received by Cal EMA</b>
Project Application for Federal Assistance (OES 89)	Yes
Designation of Applicants Agent Resolution (OES 130)	Yes
Payee Data Record (STD. 204) - Private non profit organizations only	N/A

**Program  
Requirements-  
General**

As a requirement of this program, a special fund for the deposit of the state warrant must be established upon receipt of any advance funding. Under no circumstances are expenditures to be made for any damages other than those approved in this application. Any funds received in excess of current needs or approved amounts, or those found owed as a result of an audit or final inspection, must be refunded to the State within 30 days upon receipt of an invoice from the California Emergency Management Agency.

**Federal  
Program  
Audit  
Requirements**

As a recipient of federal funds, your organization is subject to the Federal Single Audit Act of 1984 and the Single Audit Act Amendments of 1996. Part of your report requirements under the Act and Amendments include the preparation of a Schedule of Expenditures of Federal awards. The following information is provided to assist in the accurate completion of the Schedule:

<b>Federal Program Audit Requirements- Continued</b>	Federal Grantor Agency	U.S. Department of Homeland Security - Federal Emergency Management Agency
	Pass-Through Agency	California Emergency Management Agency
	Program Title	Public Assistance Grants
	Federal CFDA Number	97.036
	Pass-Through Grantor's Number	FEMA-1810-DR-CA, CAL EMA ID: 037-44000

**Appeal  
Process** Please compare the enclosed obligated Project Worksheet(s) (PW) with your copy of the original PW(s). In accordance with Title 44 Code of Federal Regulations Part 206.206(a), if you disagree with FEMA's obligated amount(s) or scope of work for the PW(s) addressed in this Package, you must appeal FEMA's determination within 60 days from receipt of this letter. The appeal must contain documented justification supporting your position. Please submit your letter of appeal to the following mailing address:

California Emergency Management Agency  
Office of Statewide Operations  
Recovery Division, Public Assistance  
3650 Schriever Avenue  
Mather, California 95655  
Attention: State Public Assistance Officer

This appeal letter should be addressed to the Director, Office of Statewide Operations.

**Questions and  
Inquiries** For appeal assistance, contact Public Assistance at (916) 845-8200. For assistance regarding this letter, contact the Grants Processing Section's main line at (916) 845-8110.

#### GRANTS PROCESSING SECTION

##### Enclosures

c: Ms. Nancy Ward, Disaster Recovery Manager, FEMA  
Applicant's Federal File  
Applicant's State File